



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 07/25/2014	Employee Requisition Number ER-14049	JOB OPPORTUNITY	
Title/Position: MVSKOKE LANGUAGE TEACHER			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Mvskoke Language Instructor will provide instruction in the Mvskoke Language to students of all ages. Activities include: planning, developing, and implementing curriculum, lesson plans/materials, in the Mvskoke Language. The instructor must work as a team member.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Must have the ability to assist in the development and preparation of the Mvskoke curriculum. 2. Must be able to provide Mvskoke language instruction for classroom that is age appropriate. 3. Implement basic Mvskoke language skills to the classroom staff and continue to expand from words and numbers to practical phrases. 4. Assist in training of staff through in-service, and classroom participation the Mvskoke language. 5. Provide training to parents of children. 6. Must visit centers weekly and submit site visit report. 7. Must submit, on a monthly basis, a daily schedule detailing work schedule for the following month to the manager. 8. Must have the ability to provide written and oral reports, including weekly reports to the Program Manager. 9. Maintain confidentiality of program business. 10. Will assist with special events and trainings. 11. Other duties as assigned.
Minimum Requirements:	High school diploma or GED with 2 years experience. Must be a member of the Muscogee Nation. Be able to speak, read, and write the language fluently. Working knowledge of grammar, office machines, and computer experience. Good oral written communication skills. Applicant must have and maintain good attendance record. Must submit to and pass all necessary background checks and drug testing.
Preferred Requirements:	Bachelor degree in Curriculum Instruction. Member of the Muscogee Nation. Must have a certificate of endorsement from the Office of the Principal Chief of the Muscogee Nation showing proficiency in the Mvskoke Language. Must be computer literate.
Valid Oklahoma Driver's License required?	Yes



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Please list any additional licenses required:

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about



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the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.